



ACADEMIC OFFICE
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

BOOKING OF AIR TICKETS FOR OTHER ACADEMIC RELATED WORKS

Degree	:	B.Tech. / B.Arch. / M.Tech. /MBA / MCA / M.Sc. / M.Arch. / M.A.
Department	:	
Specialization	:	
Purpose	:	Board of Studies
Semester / Trimester / Year	:	
Date / Time of Meeting	:	
Name of the Faculty in charge/Guide (s)	:	
E-Mail	:	
Phone Number	:	

EXPERT'S DETAILS FOR BOOKING AIR TICKETS

		Expert 1	Expert 2	Expert 3
Name	:			
Designation	:			
Organization	:			
E-Mail	:			
Phone Number	:			

ITINERARY DETAILS

Onward Journey:

	Expert 1	Expert 2	Expert 3
Date			
Time			
From			
To			

Return Journey:

	Expert 1	Expert 2	Expert 3
Date			
Time			
From			
To			

Coordinator (BoS)

Head of the Department

**Associate Dean (UG/PG) /
Assistant Registrar (Academic)**

Note:

1. Submit the completed form to the UG / PG Section at least 15 days prior to the journey for approval. Once approved, faculty members can book tickets directly through Balmer Lawrie by emailing the approval copy (iim.implant@balmerlawrie.com)
2. Boarding passes or a self-declaration, along with remuneration claims, must be submitted to the respective sections within 2 days after the journey for further processing.
3. Contact Person: Madhubalan M, Balmer Lawrie & Co. Ltd, 2nd Floor, Admin Block, IIM Trichy, Pudukkottai Main Road, Trichy – 620 024.